

THIRD PARTY INSURANCE

Medicaid Payment Guidelines for Third Party Coverage

Federal regulations require Medicaid to be the “payer of last resort.” This means that all third parties insurance carriers including Medicare and private health insurance carriers must pay before Medicaid processes the claim. Additionally, providers must report any such payments from third parties on claims filed for Medicaid payment.

If the Medicaid-allowed amount is more than the third party payment, Medicaid will pay the difference up to the Medicaid-allowed amount. If the insurance payment is more than the Medicaid-allowed amount, Medicaid will not pay an additional amount.

Certain Medicaid programs are not considered “primary payers” regarding the payer of last resort provision. When a Medicaid recipient is entitled to one or more of the following programs or services, Medicaid pays first:

- Vocational Rehabilitation Services
- Division of Health Services of the Blind
- Division of Health Services “Purchase of Care” Programs
 - ◆ Cancer Program
 - ◆ Prenatal Program
 - ◆ Sickle Cell Program
 - ◆ Crippled Children’s Program
 - ◆ Kidney Program
 - ◆ School Health Fund
 - ◆ Tuberculosis Program
 - ◆ Maternal And Child Health Delivery Funds

Services Provided to Medicare-Eligible Medicaid Recipients

Medicaid denies claims for those recipients age 65 and older who are entitled to Medicare benefits but do not apply for Medicare. The provider may bill the recipient for Medicare covered services under these circumstances.

Capitated Payments

When a provider accepts a capitated payment from a private plan and bills Medicaid for any balance, the provider must **bill only the copayment amount** due from the recipient. **Do not bill Medicaid the full charges**, even with the capitated amount indicated as an insurance payment. Medicaid is not responsible for any amount in excess of that amount for which the recipient is responsible.

Discounted Fee-for-Service Payments

The Medicaid program makes payment to providers on behalf of recipients for medical services rendered but Medicaid is not an “insurer.” Medicaid is not responsible for any amount for which the recipient is not responsible. Therefore, a provider cannot bill Medicaid for any amount greater than what the provider agreed to accept from the recipient’s private plan. If the recipient is not responsible for payment, then Medicaid is not responsible for payment. The provider should bill only the amount that the provider has agreed to accept as payment in full from the private plan.

Noncompliance Denials

Medicaid does not pay for services denied by private health plans due to noncompliance with the private health plan's requirements. If the provider's service would have been covered and payable by the private plan, but some requirement of the plan was not met, Medicaid will not pay for the service.

If the recipient has a private plan and does not inform the provider of such plan, and if the plan's requirements were not met because the provider was unaware of them, the provider may bill the recipient for those services, if both the private plan and Medicaid deny payment due to noncompliance.

Similarly, if the recipient fails to cooperate in any way in meeting any private plan requirement, the provider may bill the recipient for the services. If, however, the recipient does present the private payer information to the provider and that provider knows that he or she is not a participating provider in the plan or cannot meet any of the private plan's other requirements, the provider must inform the recipient of such and also tell the recipient that he or she will be responsible for payment of services.

Common noncompliance denials include failure to get a referral from a participating primary care provider (PCP), failure to go to a participating provider, failure to acquire a second opinion, failure to acquire prior approval, etc.

Third Party Liability

Determining Third Party Liability

The following information helps providers to determine if a Medicaid recipient has third party liability (TPL):

1. Check the recipient's Medicaid identification (MID) card for a third party insurance information. The insurance data block lists the codes for up to three health or accident insurance policies and Medicare Part A or Part B applicable to the recipient. Insurance information on the card includes:
 - insurance company name (by code)
 - insurance policy number
 - insurance type (by code)
 - recipient covered by policy
2. Providers should ask the recipient prior to rendering service if he or she has any additional health insurance coverage or other TPL. If health insurance is indicated, the provider must bill the carrier before billing Medicaid. Before filing a claim with Medicaid, the provider must receive payment from the insurance company or a written denial.
3. Check the Remittance and Status Report (RA). When a claim is denied for other insurance coverage (EOB 94), the provider's RA will indicate the other insurance company (by code), the policyholder name, and the certificate or policy number.

If the insurance company or other third party payer terminates coverage, providers must complete a Health Insurance Information Referral (DMA-2057) and attach a copy of the written denial. Send the form and the claim to DMA's Third Party Recovery (TPR) section at the address indicated on the form.

The form is also used to report:

- lapsed insurance coverage
- insurance coverage not indicated on the MID card

A copy of the **Health Insurance Information Referral (DMA-2057)** form is available on page 7-11 or on DMA's website at <http://www.dhhs.state.nc.us/dma/forms.html>.

Time Limit Override on Third Party Insurance

All requests for time limit overrides due to a third party insurance carrier that does not respond within the Medicaid time limit must be submitted to the TPR section and include documentation verifying that the claim was filed to the third party insurance carrier in a timely manner. Time limit overrides may be granted if the claim is filed within 180 days of the third party denial or payment.

Refunds to Medicaid

When a provider does not learn of other health insurance coverage for a recipient until after receipt of Medicaid payment, the provider must:

1. File a claim with the health insurance company.
2. Upon receipt of payment, refund Medicaid the insurance payment or the Medicaid payment in full, whichever is less.
3. The provider may keep the larger payment.

Unless DMA requests in writing that refunds should be sent to another address, provider refunds are sent to EDS.

Refer to **Provider Refunds** on page 8-11 for additional information on refunds to Medicaid.

Personal Injury Cases***Tort (Personal Injury Liability)***

Medicaid recipients may qualify for other third party reimbursements because of an accident, illness or disability. A third party, other than those already cited, may be legally liable. Frequently, these injuries and illnesses result from automobile accidents or on-the-job injuries or illnesses not covered by Workers' Compensation.

N.C. General Statute §108A-57 allows the State subrogation rights (i.e., the State has the right to recover any Medicaid payments from personal injury settlement awards).

Provider's Rights in a Personal Injury Case

When a provider learns that a Medicaid recipient has been involved in an accident, the provider **must** notify the TPR section. If the provider has knowledge of the accident at the time of filing the claim, a Third Party Recovery Accident Information Report (DMA-2043) must be submitted with the claim. A DMA-2043 must also be submitted when anyone requests a copy of the bill. A copy of the **Third Party Recovery Accident Information Report (DMA-2043)** is available on page 7-12 or on DMA's website at <http://www.dhhs/state.nc.us/dma/forms.html>.

The following information is required by the TPR section to pursue a case, and will assist the provider when filing a claim with the liability carrier:

- name of insurance company
- name of insured person responsible
- insurance policy number
- name and address of the attorney, if any

Note: A copy of a letter sent by an attorney or insurance carrier to the provider requesting information will suffice in lieu of the DMA-2043.

Billing for Personal Injury Cases

The provider must choose between billing Medicaid and billing the liability carrier. Providers **cannot** initially file a casualty claim with Medicaid, receive payment, and then bill the liability carrier (or the recipient) for the same service, even if the provider refunds Medicaid.

The provider cannot bill the recipient, Medicaid or the liability carrier for the difference between the amount Medicaid paid and the provider's full charges. (See *Evanston Hospital V. Hauck*, 1 F.3d 540 [7th Cir. 1993])

If the provider withholds billing Medicaid, the provider has six months from the date of a denial letter or receipt of payment from the insurance company to file with Medicaid, even where it is in excess of the 365-day filing deadline.

The following requirements must be met:

- The provider must file a claim with the third party carrier or attorney within 365 days from the date of service.
- The provider makes a bona fide and timely effort to recover reimbursement from the third party.
- The provider submits documentation of partial payment or denial with a claim to Medicaid within six months of such payment or denial.

Payment for Personal Injury Cases

When Medicaid payment is received, the provider is **paid-in-full** and there is no outstanding balance on that claim. Once Medicaid makes a payment for a service, only Medicaid has the right to seek reimbursement for payment of service.

If the provider withholds billing Medicaid and receives a liability payment, the provider may bill Medicaid with the liability payment indicated on the claim. Medicaid may pay the difference if the Medicaid allowable amount is greater than the liability payment and the payment amount will be less than or equal to the recipient liability.

Providers may receive liability payments when the providers have not pursued or sought third party reimbursement. The provider may not keep any liability payment in excess of Medicaid's payment. Pursuant to federal regulations and the *Evanston* case, there is a distinction between private health insurance payments and other liable third party payments.

Refunds and Recoupments for Personal Injury Cases

If Medicaid discovers that a provider received Medicaid payment and communicates with a third party payer or attorney in an attempt to receive payment of any balance, Medicaid will recoup its payment to that provider immediately, regardless of whether or not the provider ultimately receives payment from that third party.

The following is an example of how a liability payment should be treated:

amount billed by provider to Medicaid	\$100.00
amount paid by Medicaid	\$50.00
amount paid by attorney/liability carrier	\$100.00
amount to be refunded to Medicaid	\$50.00
amount to be refunded to attorney/liability	\$50.00

Third Party Liability – Commonly Asked Questions

1. What is third party liability and how does it apply to me?

TPL is another individual or company who is responsible for the payment of medical services. Most commonly, these third parties are private health insurance, auto or other liability carriers. There are state and federal laws, rules, and regulations setting out TPL requirements, which require these responsible third parties to pay for medical services prior to Medicaid. The TPR section is responsible for implementing and enforcing these TPL laws. The TPR section implements and enforces these laws through both cost avoidance and recovery methods. Therefore, providers are required to seek payment from these third parties when you know of their existence prior to seeking payment from Medicaid.

2. Why did my claim deny for EOB 094 "Refile indicating insurance payment or attach denial."?

The database indicates the recipient had third party insurance on the date of service for which you are requesting reimbursement. The records show this type of insurance should cover the diagnosis submitted for payment. If your service could be covered by the type of insurance indicated, you **must** file a claim with that insurance company prior to billing the Medicaid program. If you receive a denial that does not indicate noncompliance with the insurance plan or payment for less than your charges, bill the Medicaid program and, if appropriate, your claim will be processed. If the Medicaid allowable amount is greater than the insurance payment you received, Medicaid will pay the difference up to the recipient liability. It is the provider's responsibility to secure any additional information needed from the Medicaid recipient to file the claim.

If the insurance plan denied payment due to noncompliance with the plan's requirements, Medicaid will not make any payment on the claim.

If the insurance data was not indicated on the recipient's MID card, it was entered on the database after the MID card was printed and should be on the next MID card. You may also find this insurance information on in the denial section of your RA.

Note: This denial code does not refer to Medicare.

3. How do I determine the name and the address of the third party insurance company that is indicated on the recipient's MID card?

A list of Third Party Insurance Codes is available upon request from the TPR section or on DMA's website at <http://www.dhhs.state.nc.us/dma/tpr.html>. This code list provides the name and billing address for each code that is listed in the insurance data block on the MID card under the subheading "Name Code."

4. How do I determine what type of insurance the recipient has?

The blue and pink MID cards list an insurance name code, policy number, and insurance type code. The buff MEDICARE-AID ID card lists the insurance name code only. The insurance type codes are listed below. This is a key to be used by the providers in identifying third party resources as shown by the code on the MID card in the insurance data block under the subheading "Type."

The codes listed below are DMA codes and have no relationship with the insurance industry.

Code	Description	Code	Description
00	Major Medical Coverage	10	Major Medical & Dental Coverage
01	Basic Hospital w/Surgical Coverage	11	Major Medical & Nursing Home Coverage
02	Basic Hospital Coverage Only	12	Intensive Care Coverage Only
03	Dental Coverage Only	13	Hospital Outpatient Coverage Only
04	Cancer Coverage Only	14	Physician Coverage Only
05	Accident Coverage Only	15	Heart Attack Coverage Only
06	Indemnity Coverage Only	16	Prescription Drugs Coverage Only
07	Nursing Home Coverage Only	17	Vision Care Coverage Only
08	Basic Medicare Supplement		

If you have any questions, please call the TPR section, Cost Avoidance unit at 919-647-8100.

5. What do I do when my claim denies for EOB 094 and no insurance is indicated on the MID card?

Refer to the RA that showed the claim denying for EOB 094. The insurance information, the policy holder's name, certification number, and a three-digit insurance code are listed below the recipient's name.

A list of Third Party Insurance Codes is available upon request from the TPR section or on DMA's website at <http://www.dhhs.state.nc.us/dma/tpc.html>.

6. What is considered an acceptable denial from an insurance company?

An acceptable denial is a letter or an EOB from the insurance company or group/employers on company letterhead that complies with the policy reflected in question #7. If a denial is questionable, the claim should be forwarded to the TPR section at the address listed below.

Division of Medical Assistance
Third Party Recovery
2508 Mail Service Center
Raleigh, NC 27699-2508

If the provider has an acceptable denial or EOB, attach the denial to the claim and forward to EDS Provider Services at the address listed below.

EDS
Provider Services
P.O. Box 300009
Raleigh, NC 27622

7. Why did my claim deny for third party liability after I included an insurance denial as referred to in question #6?

Due to recent changes in interpretation of federal laws, Medicaid denies payment for any service that could have been paid for by a private plan had the recipient or provider complied with the private plan's requirements.

Examples of common private plan noncompliance denials include:

- failure to get an authorization referral from a PCP
- nonparticipating provider
- failure to acquire a second opinion
- failure to acquire prior approval

In these circumstances, the provider may bill the recipient for these services provided the noncompliance was not due to provider error or the provider may appeal to the private plan.

It may be the provider's responsibility to secure such things as prior approval, referral authorization from the PCP or to fulfill other requirements of the private plans.

8. What are the uses of the Health Insurance Information Referral Form (DMA-2057) and where do I obtain copies?

The DMA-2057 form should be completed in the following instances:

- to delete insurance information, (i.e., a recipient no longer has third party insurance, but the MID card indicates other insurance)
- to add insurance information, (i.e., a recipient has third party insurance that is not indicated on the MID card)
- to change existing information (i.e., a recipient never had the third party coverage that is indicated on the MID card)

A copy of the form is available on page 7-11 or on DMA's website at <http://www.dhhs.state.nc.us/dma/forms.html>.

9. If the Medicaid recipient's private health insurance company pays the recipient directly, what may I bill the recipient?

If the amount of the insurance payment is known, you may bill the recipient for that amount only. You may also file your claim to Medicaid indicating the third party payment amount in the appropriate block on your claim form and Medicaid will pay the Medicaid allowable amount, less the insurance payment. If the insurance payment is unknown, you may bill the patient the total charges until the payment amount is known.

10. May I have an office policy that states I will not accept Medicaid in conjunction with a private insurance policy?

Yes. A provider can refuse to accept Medicaid for recipients who also have third party coverage, even though they accept Medicaid for recipients who do not have third party coverage. However, providers must advise the recipient of their responsibility for payment before the services are rendered. The provider must obtain proper consent from the recipient for this arrangement.

11. What do I do when a recipient or another authorized person requests a copy of a bill that I submitted to Medicaid?

If you have already submitted the claim to Medicaid, whether you have received payment yet or not, and if you have the proper patient authorization, you may provide a copy of the bill to the recipient, an insurance company, an attorney or other authorized person. However, you can **ONLY** do so if you comply with the following requirement. All copies of any bill that has been submitted to Medicaid **MUST** state “**MEDICAID RECIPIENT, BENEFITS ASSIGNED**” in large, bold print on the bill. If you provide a copy of a bill that was filed with Medicaid without this language, Medicaid may recoup this payment.

12. How do I determine the amount of refund due to Medicaid when Medicaid pays my claim and I subsequently receive payment from a third party insurance carrier?

Once you have filed a claim with Medicaid and have received payment, your claim has been paid-in-full. Upon receipt of payment from the third party liability carrier, you must refund to Medicaid the amount of Medicaid’s payment and you must also refund to the patient or the liability carrier any remaining amount. By billing Medicaid and receiving payment, the provider relinquishes any right to Medicaid’s payment for that service through assignment and subrogation. This includes the prohibition on the provider billing for or receiving a recovery for the difference between the amount Medicaid paid and the provider’s full charges. This practice violates both state and federal laws.

The provider has the option to defer billing Medicaid and instead pursue a claim for full charges with the liability carrier. However, as long as the provider has filed a claim with the liability carrier within one year from the date of service, and is diligently pursuing reimbursement from that liability carrier, the provider may file a claim with Medicaid within 180 days of a denial or payment from that carrier, even though it may be greater than the 12-month time limit for filing with Medicaid.

13. When do I file my claim to EDS and when do I file my claim to the TPR section?

File your claim directly to EDS when:

1. The recipient has no private health insurance.
2. The insurance EOB reflects an insurance payment.
3. There is an insurance denial with the following reasons:
 - applied to the deductible
 - benefits exhausted
 - noncovered services (meaning the service was not and will never be covered under this policy)
 - pre-existing condition
 - Medicare/Medicaid dually eligible with no private health insurance

File your claim to the TPR section if the claim includes either a Health Insurance Information Referral Form (DMA-2057) or an insurance EOB indicating any other type of denial not mentioned in the question above.

14. If the Medicaid recipient is required by their private insurance to pay a copayment amount, can this amount be collected up front at the time the services are rendered?

No. The provider cannot bill the Medicaid recipient for the copayment amount unless the Medicaid payment is denied because the service was a noncovered service, and only then if the provider has advised the recipient in advance that the services are not covered.

Health Insurance Premium Payments

Payment of Health Insurance Premiums

The Health Insurance Premium Payment (HIPP) program is a cost-effective premium payment program for Medicaid recipients with catastrophic illnesses such as end-stage renal disease, chronic heart problems, congenital birth defects, cancer or AIDS. These recipients are often at risk of losing private health insurance coverage due to nonpayment of premiums. DMA will consider the benefit of paying health insurance premiums for Medicaid recipients when the cost of the premium, deductible, and coinsurance is less than the anticipated Medicaid expenditure.

Eligibility Determination

To be eligible for Medicaid payment of premiums, the recipient must be authorized for Medicaid and have access to private health insurance. (In most cases it will be through an employer.) DMA will pay the premiums only on existing policies or those known to be available to the recipient (e.g., through COBRA). Premiums are only paid for a family coverage policy when the policy is cost effective and it is the only way the recipient can be covered. Family members who are not eligible for Medicaid cannot receive Medicaid payment for deductible, coinsurance or cost-sharing obligations.

Eligibility Process

Medicaid reviews each recipient's case that meets any of the conditions cited above for possible premium payment. DMA verifies the insurance information, obtains premium amounts, makes the cost effectiveness determination, and notifies the recipient and the appropriate referral source.

When DMA determines that a group health insurance plan available to the recipient through an employer is cost effective, and the recipient is approved for participation in the HIPP program, the recipient is required to participate in the health insurance plan as a condition of Medicaid eligibility. If the recipient voluntarily drops the insurance coverage or fails to provide the information necessary to determine cost effectiveness, Medicaid eligibility may be terminated. The recipient is not required to enroll in a plan that is not a group health insurance plan through an employer. However, if it is determined that a non-group health plan is cost effective, DMA will pay the cost of the premium, coinsurance, and deductible of such a plan if the recipient chooses to participate.

Where to Obtain Information

Information about HIPP and the HIPP Application (DMA-2069) form are available through the local county department of social services (DSS) office. Brochures and applicable forms are also available in the local health departments, hospitals, hospices, rural health clinics, and Federally Qualified Health Centers (FQHC). A copy of the **HIPP Application (DMA-2069)** form is also available on page 7-13 or on DMA's website at <http://www.dhhs.state.nc.us/dma/forms.html>.

Medicaid Credit Balance Reporting

Providers are required to submit a quarterly **Medicaid Credit Balance Report** (see page 7-14) reporting all **outstanding** Medicaid credit balances reflected in the accounting records as of the last day of each calendar quarter.

The report is used to monitor and recover “credit balances” due to Medicaid. A credit balance is defined as an improper or excess payment made to a provider as the result of recipient billing or claims processing errors. Credit balances include money that is due to Medicaid regardless of its classification in a provider’s accounting records.

For example, if a provider maintains a credit balance account for a stipulated period (e.g., 90 days) and then transfers the account or writes it off to a holding account, this does not relieve the provider of its liability to Medicaid. In these instances, the provider is responsible for identifying and repaying all of the monies due to Medicaid.

Completing and Submitting the Medicaid Credit Balance Report

The Medicaid Credit Balance Report requires specific information for each credit balance on a claim-by-claim basis. The form provides space for 15 claims, but it may be reproduced as many times as necessary to report all the required credit balances. Specific instructions for completing the report are on the reverse side of the form.

Send the report to the TPR section at the address listed on the form no later than 30 days following the end of the calendar quarter (March 31, June 30, September 30, and December 31). **A report is required from hospital providers and long-term care facilities even if a zero (\$0.00) credit balance exists.**

Failure to submit a Medicaid Credit Balance Report in a timely manner could result in the withholding of Medicaid payments until the report is received.

Only the completed form should be sent to the TPR section. Refunds or recoupment requests should be sent to EDS along with all the necessary documentation to process the refund or recoupment. **Do not** send refunds or recoupment requests to the TPR section.

Sample of Health Insurance Information Referral Form**Division of Medical Assistance****Health Insurance Information Referral Form**

Recipient Name: _____

Recipient ID No: _____ Date of Birth: _____

Health Ins. Co. Name (1) _____ Policy/Cert No. _____

(2) _____ Policy/Cert No. _____

Reason For Referral

1. _____ Recipient never covered by or added to above policy(s) (**EOB attached**)
2. _____ Recipient's insurance coverage terminated (**EOB attached**)
3. _____ New policy not indicated on Medicaid ID card (**EOB or copy of insurance card attached**) (Do not include Medicare)

Indicate type coverage:

_____ Major Medical	_____ Hosp/Surgical	_____ Basic Hospital
_____ Dental	_____ Cancer	_____ Accident
_____ Indemnity	_____ Nursing Home	

Attach original claim, a copy of the EOB or a copy of the insurance card and submit to: DMA - TPR, 2508 Mail Service Center, Raleigh, North Carolina 27699-2508. The Third Party Recovery (TPR) section will update the system and forward claims to EDS within 10 working days after receipt.

Provider Name: _____ Provider Number: _____

Submitted By: _____

Date Submitted: _____

Telephone Number: _____

Sample of Third Party Recovery “Accident” Information Report

RECIPIENT'S NAME:	
DATE OF BIRTH	
RECIPIENT'S MEDICAID ID# (IF KNOWN):	
RECIPIENT'S SOCIAL SECURITY NUMBER:	
COUNTY OF RESIDENCE	
DATE OF ACCIDENT:	
INJURY SUSTAINED:	
LAST DATE OF TREATMENT:	
TYPE OF ACCIDENT:	<input type="checkbox"/> Auto <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> Work <input type="checkbox"/> Medical Malpractice <input type="checkbox"/> Product Liability <input type="checkbox"/> Other
INSURED RESPONSIBLE FOR ACCIDENT:	
POLICY/CLAIM NO.:	
INSURANCE COMPANY OR AGENT:	
MAILING ADDRESS:	
PHONE NUMBER:	
FAX NUMBER:	
RECIPIENT'S ATTORNEY:	
MAILING ADDRESS:	
PHONE NUMBER:	
FAX NUMBER:	
COMMENTS:	
SUBMITTED BY:	TITLE:
DATE:	TELEPHONE NO.:

Mail Original To:

**North Carolina Department of Health and Human Services
Division of Medical Assistance/Third Party Recovery Section
2508 Mail Service Center
Raleigh, NC 27699-2508
Telephone No.: (919) 647-8100**

Sample of Health Insurance Premium Payment Application Form

HEALTH INSURANCE PREMIUM PAYMENT (HIPP) Application Form

Name of Applicant / Recipient	Medicaid I.D. Number
Applicant/Recipient Address	Social Security Number
City, State, Zip	Area Code/Phone Number
Name and Address of Insurance Carrier	Policyholder's Name
	Policy Number
	Policyholder's Social Security Number
	Premium Amount /Month

Source of Insurance (check one) _____ Employee Group Plan _____ Self Employed
 _____ COBRA _____ Medicare Supplement

How are premiums paid? (check appropriate box) Type of policy (Check appropriate box)

1. ☐ Paid by insured to insurance carrier
2. ☐ Paid by insured to employer
3. ☐ Payroll deduction
1. ☐ Single Coverage
2. ☐ Family Coverage

Name of Employer: _____

Address of Employer: _____

Employer Telephone Number: _____

This person has been diagnosed as having _____.

This person has been tested positive for (HIV). _____ Yes _____ No

If yes, please attach a copy of the most recent laboratory test.

This form must be accompanied by an itemization from the private insurance carrier for all claims submitted for the previous three months.

Submit completed form to:

**HIPP Coordinator
Third Party Recovery Section
2508 Mail Service Center
Raleigh, NC 27699-2508
(919) 647-8100 or 1-800-662-7030**

Sample of Health Insurance Premium Payment Application Form**MEDICAID CREDIT BALANCE REPORT**

PROVIDER NAME: _____ CONTACT PERSON: _____

PROVIDER NUMBER: _____ TELEPHONE NUMBER: (____) _____

QUARTER ENDING: (Circle one) 3/31 6/30 9/30 12/31 YEAR: _____

(1) RECIPIENT'S NAME	(2) MEDICAID NUMBER	(3) FROM DATE OF SERVICE	(4) TO DATE OF SERVICE	(5) DATE MEDICAID PAID	(6) MEDICAID ICN	(7) AMOUNT OF CREDIT BALANCE	(8) REASON FOR CREDIT BALANCE
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1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Circle one: Refund Adjustment

Revised 9/03

(See back of form for instructions)

**Return form to: Third Party Recovery
DMA
2508 Mail Service Center
Raleigh, NC 27699-2508**

Sample of Medicaid Credit Balance Report, continued

Instructions for Completing Medicaid Credit Balance Report

Complete the “Medicaid Credit Balance Report” as follows:

- Full name of facility as it appears on the Medicaid Records
- The facility’s **Medicaid** provider number. If the facility has more than one provider number, use a separate sheet for each number. **DO NOT MIX**
- Circle the date of quarter end
- Enter year
- The name and telephone number of the person completing the report. This is needed in the event DMA has any questions regarding some item in the report

Complete the data fields for each Medicaid credit balance by providing the following information:

Column 1 - The last name and first name of the Medicaid recipient (e.g., Doe, Jane)

Column 2 - The individual Medicaid identification (MID) number

Column 3 - The month, day, and year of beginning service (e.g., 12/05/03)

Column 4 - The month, day, and year of ending service (e.g., 12/10/03)

Column 5 - The R/A date of Medicaid payment (not your posting date)

Column 6 - The Medicaid ICN (claim) number

Column 7 - The amount of the credit balance (not the amount your facility billed or the amount Medicaid paid)

Column 8 - The reason for the credit balance by entering: “81” if it is a result of a Medicare payment; “83” if it is the result of a health insurance payment; “84” if it is the result of a casualty insurance/attorney payment or “00” if it is for another reason. Please explain “00” credit balances on the back of the form.

After this report is completed, total column 7 and mail to **Third Party Recovery, DMA, 2508 Mail Service Center, Raleigh, NC 27699-2508**.